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**MARSHAL - CITY COURT
OF LAFAYETTE, LOUISIANA**

**A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**FINANCIAL REPORT AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED OCTOBER 31, 2008

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 3/18/09

MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA

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INDEPENDENT AUDITORS' REPORT

To the Marshal
City Court of Lafayette, Louisiana
Lafayette, Louisiana

We have audited the accompanying financial statements of the governmental activities, the major funds, and the aggregate remaining fund information of the Marshal, City Court of Lafayette, Louisiana, a Component Unit of the Lafayette City-Parish Consolidated Government as of and for the year then ended October 31, 2008, which collectively comprise the Marshal's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Marshal, City Court of Lafayette's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of Louisiana Revised Statutes 24:513 and the Louisiana Governmental Audit Guide. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Marshal, City Court of Lafayette, as of October 31, 2008, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated February 19, 2009 on our consideration of the Marshal, City Court of Lafayette's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, and contracts. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the

results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The management's discussion and analysis and budgetary comparison information on pages 4 through 7 and 19 through 20 respectively, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consist principally of inquiries of management regarding the methods for measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Marshal, City Court of Lafayette's basic financial statements. The individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Information contained in the individual nonmajor fund financial statements has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Wright, Moore, DeHart,
Dupuis & Hutchinson, LLC*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, L.L.C.
Certified Public Accountants

February 19, 2009



Earl J. Picard

Marshal, City Court of Lafayette

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MANAGEMENT'S DISCUSSION AND ANALYSIS

As executive officer of the Lafayette City Court, I offer this overview and analysis of the financial activities of special funds of the Lafayette City Marshal's office for the fiscal year ended October 31, 2008.

These special funds are generated by authority of:

- Louisiana Revised Statutes Title 13:899 (C)
- Louisiana Code of Criminal Procedure Article 887 (H)
- Louisiana Revised Statutes Title 15:571.11 (L)(3)(c)
- Louisiana Revised Statutes Title 40:2616 (B)(3)(c)
- Federal Equitable Sharing Program

These funds may be used to defray operational expenses of the office of Marshal of the court, all as may be useful and necessary for the proper conduct of the Marshal's office, or for purchase of law enforcement equipment, and all as may be proved by the Marshal.

Financial Highlights

- Assets of the Marshal's special funds exceeded its liabilities at the close of the fiscal year October 31, 2008.
- The Marshal began fiscal year 2007/2008 with \$655,485 cash on hand.
- The Marshal ended fiscal year 2007/2008 with \$637,903 cash on hand.
- As of the close of the current fiscal year, the Marshal's funds reported combined ending fund balance of \$790,815 an increase of \$18,893 in comparison with the prior year.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Marshal, City Court of Lafayette's basic financial statements. The Marshal's basic financial statements are comprised of three components: 1) *Government-wide Financial Statements*, 2) *Fund Financial Statements*, and 3) *Notes to the Financial Statements*. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements. The *Government-wide Financial Statements* are designed to provide readers with a broad overview of the Marshal's finances, in a manner similar to a private-sector business.

The *Statement of Net Assets* presents information on all of the Marshal's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in *net assets* may serve as a useful indicator of whether the financial position of the Marshal is improving or deteriorating.

The *Statement of Activities* presents information showing how the government's *net assets* changed during the most recent fiscal year. All changes in *net assets* are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the *Government-wide Financial Statements* distinguish functions of the Marshal that are principally supported by a percentage of court costs and bond forfeitures (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through charges (*business-type activities*). The *governmental activities* of the Marshal include general government expenses incurred in the Marshal's mission. The Marshal had no *business-type activities* to report.

The *Government-wide Financial Statements* can be found on pages 8 and 9 of this report. The *Governmental Fund Financial Statements* can be found on pages 10 and 11 of this report.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Marshal, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Marshal can be divided into two categories: *governmental funds* and *fiduciary funds*.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the *Government-wide Financial Statements*. However, unlike the *Government-wide Financial Statements*, *Governmental Fund Financial Statements* focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of *governmental funds* is narrower than that of the *Government-wide Financial Statements*, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the *Government-wide Financial Statements*. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the *Governmental Funds Balance Sheet* and the *Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances* provide a reconciliation to facilitate this comparison between *governmental fund* and *governmental activities*.

The Marshal maintains three individual *governmental funds*. Information is presented separately in the *Governmental Fund Balance Sheet* and in the *Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances* for the general fund and the special revenue funds. The general fund is considered by the Marshal to be its major fund.

The Marshal adopts an annual budget for its general fund. A budgetary comparative statement has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary funds. *Fiduciary funds* are used to account for resources held for the benefit of parties outside the government. *Fiduciary funds* are not reflected in the *Government-wide Financial Statement* because the resources of those funds are not available to support the Marshal's own program.

The basic *Fiduciary Fund Financial Statements* can be found on page 12 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the *Government-wide and Fund Financial Statements*. The notes to the financial statements can be found on pages 13 through 18 of this report.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Marshal, assets exceeded liabilities at the close of the two most recent fiscal years.

Marshal, City Court of Lafayette
Net Assets

	<u>Government Activities</u>	
	<u>2008</u>	<u>2007</u>
Current and Other Assets	\$ 662,681	\$ 684,401
Non-Current Assets	<u>133,944</u>	<u>94,477</u>
Total Assets	<u>\$ 796,625</u>	<u>\$ 778,878</u>
Short-Term Liabilities Outstanding	\$ 5,810	\$ 6,956
Net Assets:		
Invested in Capital Assets	133,944	94,477
Unrestricted	<u>656,871</u>	<u>677,445</u>
Total Net Assets	<u>790,815</u>	<u>771,922</u>
Total Liabilities and Net Assets	<u>\$ 796,625</u>	<u>\$ 778,878</u>

At the end of the current fiscal year, the Marshal is able to report positive balance in net assets. The same is true for the prior fiscal year.

Governmental activities. Governmental activities increased the Marshal's net assets 2008 and 2007 by \$18,893 and \$48,388 respectively. Key elements of these increases are as follows:

Marshal, City Court of Lafayette
Changes in Net Assets

	<u>Government Activities</u>	
	<u>2008</u>	<u>2007</u>
Revenues:		
Program Revenues:		
Charges	\$ 306,709	\$ 313,361
General Revenues:		
Interest	<u>2,210</u>	<u>4,495</u>
Total Revenues	308,919	317,856
Expenses:		
General Government	<u>290,026</u>	<u>269,468</u>
Increase in Net Assets	18,893	48,388
Net Assets - Beginning	<u>771,922</u>	<u>723,534</u>
Net Assets - Ending	<u>\$ 790,815</u>	<u>\$ 771,922</u>

Financial Analysis of Government's Funds

As noted earlier, the Marshal uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. *Governmental funds*. The focus of the Marshal's *governmental funds* is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Marshal's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

General Fund Budgetary Highlights

The Marshal prepares an annual budget for the general fund. This budget includes the assets on hand as of November 1 of the current year, and includes anticipated revenues generated by Louisiana Revised Statutes Title 13:1899 (C). Anticipated revenues from the four other sources cannot be estimated due to reasons beyond the control of the Marshal and existing laws and circumstances.

A monthly income/financial report and a monthly budget report are prepared by the Marshal. This report provides an overview of each line item in the budget, providing the budgeted amounts, the current month expense, the year-to-date expenses and the unencumbered funds to date. Budget revisions are prepared and transfer of funds, to increase or decrease funds in each line item are reported.

Differences between the original budget and the final amended budget can be summarized as follows:

- \$4,065 decrease in general government expenditures

Capital Assets

The Marshal's investment in capital assets for its governmental activities as of October 31, 2008 and 2007, amount to \$133,944 and \$94,477 respectively (net of accumulated depreciation). This investment in capital assets includes equipment, and furniture and fixtures.

Major capital asset events during the current fiscal year included the following:

- Computers and radio equipment acquired at a cost of \$76,668.

Economic Factors and Next Year's Budget

The Communications District (911) provided Mobile Data Terminals for the Marshal's units at no cost to the Marshal. This communications equipment has begun to show age and usage and replacement by laptop computers has begun. The cost for these computers and the software to replace the Mobile Data Terminals will be borne by the Marshal. The cost of these computers is estimated to range from \$6,000 to \$8,000, each. Replacement may cost this office between \$48,000 and \$64,000 in total, and was begun in fiscal year 2003/2004, continued into the 2004/2005, 2005/2006, 2006/2007 and the 2007/2008 fiscal years and projected to continue into subsequent periods.

Requests for Information

This financial report is designed to provide a general overview of the Lafayette City Marshal's finances for all those with an interest in the Marshal's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be directed to Earl J. "Nickey" Picard, Marshal, Lafayette City Court, Post Office Box 3344, Lafayette, Louisiana 70502.

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**STATEMENT OF NET ASSETS
OCTOBER 31, 2008**

ASSETS

Current Assets

Cash	\$ 637,903
Accounts Receivable	<u>24,778</u>

Total Current Assets	<u>662,681</u>
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Non-Current Assets:

Capital Assets net of Accumulated Depreciation	<u>133,944</u>
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Total Non-Current Assets	<u>133,944</u>
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TOTAL ASSETS	<u><u>\$ 796,625</u></u>
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LIABILITIES AND NET ASSETS

LIABILITIES

Accounts Payable	<u>\$ 5,810</u>
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TOTAL LIABILITIES	<u>5,810</u>
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NET ASSETS

Invested in Capital Assets	133,944
Unrestricted	<u>656,871</u>

TOTAL NET ASSETS	<u>790,815</u>
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TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 796,625</u></u>
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The Accompanying Notes are an Integral Part of This Statement.

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED OCTOBER 31, 2008**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u>
		<u>Charges</u>	<u>Governmental Activities</u>
Government Activities:			
General Government	\$ 290,026	\$ 306,709	\$ 16,683
Total Governmental Activities	\$ 290,026	\$ 306,709	16,683
General Revenues:			
Interest			2,210
Total General Revenues			2,210
Change in Net Assets			18,893
Net Assets, Beginning			771,922
Net Assets, Ending			\$ 790,815

The Accompanying Notes are an Integral Part of This Statement.

FUND FINANCIAL STATEMENTS (FFS)

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**BALANCE SHEET - GOVERNMENTAL FUNDS
OCTOBER 31, 2008**

	<u>GENERAL FUND</u>	<u>OTHER GOVERNMENTAL FUNDS</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
ASSETS			
Cash	\$ 584,084	\$ 53,819	\$ 637,903
Accounts Receivable	<u>24,778</u>	<u>-</u>	<u>24,778</u>
TOTAL ASSETS	<u>\$ 608,862</u>	<u>\$ 53,819</u>	<u>\$ 662,681</u>
LIABILITIES AND FUND BALANCES			
LIABILITIES			
Accounts Payable	\$ 5,810	\$ -	\$ 5,810
TOTAL LIABILITIES	<u>5,810</u>	<u>-</u>	<u>5,810</u>
FUND BALANCES			
Fund Balances			
Unreserved, reported in:			
General Fund	603,052	-	603,052
Special Revenue Funds	<u>-</u>	<u>53,819</u>	<u>53,819</u>
TOTAL FUND BALANCES	<u>603,052</u>	<u>53,819</u>	<u>656,871</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 608,862</u>	<u>\$ 53,819</u>	<u>\$ 662,681</u>

Amounts reported for governmental activities in the statement of net assets are different because:

Total Fund Balances	\$ 656,871
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	<u>133,944</u>
Net assets of governmental activities	<u>\$ 790,815</u>

The Accompanying Notes are an Integral Part of This Statement.

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED OCTOBER 31, 2008**

	<u>GENERAL</u>	<u>OTHER GOVERNMENTAL FUNDS</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
REVENUES			
Bond Forfeitures	\$ 12,963	\$ -	\$ 12,963
Drug Seizures	-	509	509
Fees and Commissions	293,237	-	293,237
Interest	<u>1,620</u>	<u>590</u>	<u>2,210</u>
Total Revenues	<u>307,820</u>	<u>1,099</u>	<u>308,919</u>
EXPENDITURES			
Current:			
General Government	252,825	-	252,825
Capital Outlay	<u>76,668</u>	<u>-</u>	<u>76,668</u>
Total Expenditures	<u>329,493</u>	<u>-</u>	<u>329,493</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(21,673)	1,099	(20,574)
FUND BALANCE-BEGINNING	<u>624,725</u>	<u>52,720</u>	<u>677,445</u>
FUND BALANCE-ENDING	<u>\$ 603,052</u>	<u>\$ 53,819</u>	<u>\$ 656,871</u>

Amounts reported for governmental activities in the statement
of activities are different because:

Net change in fund balances - total governmental funds	\$ (20,574)
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Governmental funds report capital outlays as expenditures,
however, in the statement of activities the cost of those
assets is allocated over their estimated useful lives and
reported as depreciation expense. This is the amount
by which depreciation exceeded capital outlay in the
current period.

39,467

Changes in net assets of governmental activities

\$ 18,893

The Accompanying Notes are an Integral Part of This Statement.

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**STATEMENT OF ASSETS AND LIABILITIES - AGENCY FUND
FOR THE YEAR ENDED OCTOBER 31, 2008**

GARNISHMENT FUND

ASSETS

Cash	\$ 199
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TOTAL ASSETS	<u>\$ 199</u>
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LIABILITIES

Garnishments	\$ 199
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TOTAL LIABILITIES	<u>\$ 199</u>
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**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**NOTES TO FINANCIAL STATEMENTS
OCTOBER 31, 2008**

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Reporting Entity - The Marshal - City Court of Lafayette, Louisiana (the Marshal) is a component unit of the Lafayette City-Parish Consolidated Government. The Marshal is an elected official and serves six-year terms. The Marshal is charged with the responsibility of conducting policing and security functions for the City Court of Lafayette, Louisiana. Operations of the Marshal's office are funded by court costs charged by the City Court of Lafayette, Louisiana attributable to the performance of the Marshal's duties and to a Federal Equitable Sharing Agreement with the United States Federal government.

The Marshal - City Court of Lafayette, Louisiana prepares its financial statements in accordance with the standards established by the Governmental Accounting Standards Board (GASB). GASB 14 has defined the governmental reporting entity to be the Lafayette City-Parish Consolidated Government. The accompanying statements present only transactions of the Marshal - City Court of Lafayette, Louisiana, a component unit of the Lafayette City-Parish Consolidated Government.

Annually the Lafayette City-Parish Consolidated Government issues financial statements which should include presentation of the activities contained in the accompanying financial statements.

Basis of Presentation - The accompanying basic financial statements of the Marshal - City Court of Lafayette have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Basic Financial Statements-Government-Wide Financial Statements (GWFS) -

The Marshal's basic financial statements include both government-wide (reporting the Marshal as a whole) and fund financial statements (reporting the Marshal's major fund). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. All of the Marshal's activities are classified as governmental activities.

In the government-wide Statement of Net Assets, the governmental activities column (a) is presented on a consolidated basis, (b) and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Marshal's net assets are reported in three parts--invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. The Marshal first utilizes restricted resources to finance qualifying activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include bond forfeitures, drug seizures, equitable sharing receipts and fees and commissions. Revenue not properly included among program revenues are reported instead as *general revenues*.

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**NOTES TO FINANCIAL STATEMENTS
OCTOBER 31, 2008**

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Basic Financial Statements-Government-Wide Financial Statements (GWFS) - continued

This government-wide focus is more on the sustainability of the Marshal as an entity and the change in the Marshal's net assets resulting from the current year's activities.

Basic Financial Statements-Fund Financial Statements (FFS) --

The financial transactions of the Marshal are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Marshal:

Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Marshal:

General Fund - This type of fund is the general operating fund of the Marshal. The General Fund is financed through court costs and commissions as well as bond forfeitures earned by the Marshal. Resources of the fund are used to supplement the cost of operating the Marshal's office.

Special Revenue Funds - This type of fund is used to account for the Marshal's revenues which are legally restricted for use in drug enforcement and education. This fund is financed through a sixty percent (60%) allocation of monies seized in drug related arrests and a Federal Equitable Sharing Agreement with the United States Departments of Justice and the Treasury sharing forty percent (40%) of available amounts with participating local law enforcement agencies.

Fiduciary Funds

Agency Fund - This fund is used to account for assets held by the Marshal as agent. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Agency Fund is used for the collection of court-ordered judgments. The Marshal charges an administrative fee and remits all other funds to the respective creditors.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Nonmajor funds by category are summarized into a single column. GASBS No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The nonmajor funds are combined in a column in the fund financial statements. The general fund is the only major fund of the Marshal.

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**NOTES TO FINANCIAL STATEMENTS
OCTOBER 31, 2008**

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Basis of Accounting - Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual

The governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred, if measurable.

The Agency Fund is prepared on the cash basis of accounting which approximates the modified accrual basis of accounting.

Capital Assets - Capital assets are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Property, plant and equipment is depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Office Equipment	5
Computer Equipment	5
Radio Equipment	10
Furniture and Fixtures	10

Budgets and Budgetary Accounting - The Marshal - City Court of Lafayette, Louisiana is required to adopt an annual budget for the General Fund. The budget is presented on the modified accrual basis of accounting which is consistent with generally accepted accounting principles ("GAAP") of the United States of America.

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**NOTES TO FINANCIAL STATEMENTS
OCTOBER 31, 2008**

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - *continued*

Cash and Interest-Bearing Deposits - Cash and interest-bearing deposits are stated at cost, which approximates market.

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles of the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(B) EXPLANATION OF CERTAIN DIFFERENCES BETWEEN THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES AND THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

The governmental fund statement of revenues, expenditures, and changes in fund balances includes a reconciliation between *net changes in fund balances-total governmental funds* and *changes in net assets of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that "Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense." The details of this \$39,467 difference are as follows:

Capital Outlay	\$ 76,668
Depreciation Expense	<u>(37,201)</u>
Net Adjustment to Increase <i>Net Changes in Fund Balances-Total Governmental Funds</i> to Arrive at <i>Changes in Net Assets of Governmental Activities</i>	<u>\$ 39,467</u>

(C) CASH AND INTEREST-BEARING DEPOSITS

Under state law, the Marshal may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Marshal may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At October 31, 2008, the Marshal has cash and interest-bearing deposits (book balances) totaling \$638,102 of which \$199 is attributable to fiduciary funds, which is not presented in the statement of net assets.

Custodial Credit Risk Relating to Deposits

Custodial credit risk is the risk that, in the event of bank failure, the Marshal's deposits might not be recovered. The Marshal does not have a policy for custodial credit risk, however, under state law, these deposits, (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT

NOTES TO FINANCIAL STATEMENTS
OCTOBER 31, 2008

The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. As of October 31, 2008, \$637,903 of the Marshal's bank balances of \$637,903 was exposed to custodial credit risk as follows:

Bank Balances	<u>\$ 637,903</u>
Federal Deposit Insurance	\$ 300,000
Pledged Securities	<u>337,903</u>
Total	<u>\$ 637,903</u>

(D) ACCOUNTS RECEIVABLE

The Marshal's daily operations are financed through court costs and commissions as well as bond forfeitures earned from providing services to the City Court of Lafayette, Louisiana, a component unit of the Lafayette City-Parish Consolidated Government. Amounts due to the Marshal for rendering such services totaled \$24,778 at October 31, 2008.

(E) CAPITAL ASSETS

A summary of general fixed assets follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital Assets, Being Depreciated:				
Equipment	\$ 248,281	\$ 76,668	\$ -	\$ 324,949
Furniture and Fixtures	<u>58,087</u>	<u>-</u>	<u>-</u>	<u>58,087</u>
Total Capital Assets Being Depreciated	<u>306,368</u>	<u>76,668</u>	<u>-</u>	<u>383,036</u>
Less: Accumulated Depreciation for:				
Equipment	159,828	32,670	-	192,498
Furniture and Fixtures	<u>52,063</u>	<u>4,531</u>	<u>-</u>	<u>56,594</u>
Total Accumulated Depreciation	<u>211,891</u>	<u>37,201</u>	<u>-</u>	<u>249,092</u>
Total Capital Assets, Being Depreciated, Net	<u>\$ 94,477</u>	<u>\$ 39,467</u>	<u>\$ -</u>	<u>\$ 133,944</u>

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**NOTES TO FINANCIAL STATEMENTS
OCTOBER 31, 2008**

(F) OPERATING LEASES

Included in automobile expenditures are monthly vehicle lease payments. The lease is a sixty (60) month operating lease requiring lease payments of \$580 per month beginning January 9, 2008 and expiring January 8, 2013. Future minimum payments under the lease are as follows:

YEAR ENDED OCTOBER 31:

2009	\$ 6,960
2010	6,960
2011	6,960
2012	6,960
2013	<u>1,160</u>
Total	<u>\$ 29,000</u>

Included in postage expenditures are monthly postage machine lease payments. The lease is a sixty-three (63) month operating lease requiring lease payments of \$798, including 9.3% interest, per quarter beginning October 1, 2005 and expiring December 31, 2010. Future minimum payments under the lease are as follows:

YEAR ENDED OCTOBER 31:

2009	\$ 3,192
2010	3,192
2011	<u>798</u>
Total	<u>\$ 7,182</u>

(G) EXPENDITURES OF THE CITY MARSHAL'S OFFICE PAID BY THE PARISH GOVERNMENT

The Marshal's administrative office is located in a building owned by the Lafayette City-Parish Consolidated Government. The cost of maintaining and operating this building, as required by statute, is paid by the Lafayette City-Parish Consolidated Government. These expenditures are not included in the accompanying financial statements.

Payroll and benefits for the full-time employees of the Marshal's office are paid by the Lafayette City-Parish Consolidated Government and are not reimbursed by the Marshal's office. There are no liabilities related to payroll, benefits and postemployment benefits attributable to the Marshal's office

REQUIRED SUPPLEMENTARY INFORMATION

MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED OCTOBER 31, 2008

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL FAVORABLE (UNFAVORABLE)</u>
REVENUES				
Bond Forfeitures	\$ -	\$ -	\$ 12,963	\$ 12,963
Fees and Commissions	300,000	300,000	293,746	(6,254)
Interest	-	-	2,210	2,210
Total Revenues	<u>300,000</u>	<u>300,000</u>	<u>308,919</u>	<u>8,919</u>
EXPENDITURES				
CURRENT-				
General Government:				
Salaries and Overtime	51,000	49,166	43,232	5,934
Accounting	6,500	5,584	5,500	84
Advertising	1,500	3,140	3,140	-
Ammunition	6,500	6,200	6,554	(354)
Automobile Expenses	8,000	8,000	6,278	1,722
Badges	1,000	751	203	548
Beeper	-	141	141	-
Belts and Holsters	2,000	2,000	1,399	601
Bullet Proof Vests	12,000	5,192	670	4,522
CALEA	10,000	1,631	356	1,275
Clothing Allowance	15,000	12,854	12,000	854
Computer Expense	5,000	24,554	18,257	6,297
Crime Lab Expense	2,000	2,000	-	2,000
Dues and Subscriptions	2,000	1,818	1,196	622
Equipment	-	23,611	23,760	(149)
Equipment Maintenance	8,500	7,646	2,557	5,089
Explorer Post 1015	1,500	116	79	37
Handcuffs and Cases	500	1,606	1,523	83
Medical	8,000	8,035	8,035	-
Miscellaneous	5,000	4,343	4,343	-
Nightsticks	250	250	96	154
Office Expense	15,000	14,850	11,384	3,466
Photographs and Equipment	2,500	2,500	-	2,500
Postage	9,000	9,000	5,876	3,124
Printing and Binding	5,000	5,000	3,659	1,341
Prisoner Transportation	8,000	8,000	2,831	5,169
Reference Books and Publications	10,000	10,000	7,645	2,355
Security Equipment	5,000	4,895	490	4,405
Tasers	8,500	4,543	2,962	1,581

See Accountants' Report

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED OCTOBER 31, 2008**

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL FAVORABLE (UNFAVORABLE)</u>
EXPENDITURES				
CURRENT- continued				
Telephone	\$ 25,000	\$ 26,765	\$ 27,868	\$ (1,103)
Training and Seminars	2,500	5,329	4,506	823
Transportation	25,000	38,312	38,312	-
Travel and Meetings	6,000	3,803	3,100	703
Uniforms	4,000	3,132	1,379	1,753
Weapons	-	4,250	3,494	756
Capital Outlay	<u>118,000</u>	<u>76,668</u>	<u>76,668</u>	<u>-</u>
Total Expenditures	<u>389,750</u>	<u>385,685</u>	<u>329,493</u>	<u>56,192</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(89,750)	(85,685)	(20,574)	10,672
FUND BALANCE-BEGINNING	<u>677,445</u>	<u>677,445</u>	<u>677,445</u>	<u>-</u>
FUND BALANCE-ENDING	<u>\$ 587,695</u>	<u>\$ 591,760</u>	<u>\$ 656,871</u>	<u>\$ 10,672</u>

OTHER SUPPLEMENTARY INFORMATION

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
OCTOBER 31, 2008**

		<u>SPECIAL REVENUE FUNDS</u>		<u>TOTAL</u>
		<u>EQUITABLE</u>	<u>DRUG</u>	<u>NONMAJOR</u>
		<u>SHARING</u>	<u>ENFORCEMENT</u>	<u>GOVERNMENTAL</u>
				<u>FUNDS</u>
ASSETS				
Cash		\$ 1,951	\$ 51,868	\$ 53,819
TOTAL ASSETS		<u>\$ 1,951</u>	<u>\$ 51,868</u>	<u>\$ 53,819</u>
LIABILITIES AND FUND BALANCE				
LIABILITIES				
Accounts Payable		\$ -	\$ -	\$ -
TOTAL LIABILITIES		-	-	-
FUND BALANCE				
Fund Balance				
Unreserved		<u>1,951</u>	<u>51,868</u>	<u>53,819</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$ 1,951</u>	<u>\$ 51,868</u>	<u>\$ 53,819</u>

See Accountants' Report

MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED OCTOBER 31, 2008

	SPECIAL REVENUE FUNDS		TOTAL NONMAJOR FUNDS
	EQUITABLE SHARING	DRUG ENFORCEMENT	
REVENUES			
Drug Seizures	\$ -	\$ 509	\$ 509
Interest	-	590	590
Total Revenues	-	1,099	1,099
EXPENDITURES			
CURRENT-			
General Government:	-	-	-
Total Expenditures	-	-	-
EXCESS OF REVENUES OVER EXPENDITURES	-	1,099	1,099
FUND BALANCE-BEGINNING	1,951	50,769	52,720
FUND BALANCE-ENDING	\$ 1,951	\$ 51,868	\$ 53,819

COMPLIANCE AND INTERNAL CONTROL

WRIGHT, MOORE, DEHART, DUPUIS & HUTCHINSON, L.L.C.

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Marshal
City Court of Lafayette, Louisiana
Lafayette, Louisiana

We have audited the financial statements of Marshal, City Court of Lafayette, Louisiana, a Component Unit of the Lafayette City-Parish Consolidated Government, as of and for the year ended October 31, 2008, and have issued our report thereon dated February 19, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the provisions of Louisiana Revised Statutes 24:513 and the Louisiana Governmental Audit Guide.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Marshal, City Court of Lafayette, Louisiana's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Marshal, City Court of Lafayette, Louisiana's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Marshal, City Court of Lafayette, Louisiana's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Marshal, City Court of Lafayette, Louisiana's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Marshal, City Court of Lafayette, Louisiana's financial statements that is more than inconsequential will not be prevented or detected by Marshal, City Court of Lafayette, Louisiana's internal control.

We consider the deficiency described in the accompanying schedule of findings and questioned costs to be a significant deficiency in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Marshal, City Court of Lafayette, Louisiana's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we consider item 2008-1 to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Marshal, City Court of Lafayette, Louisiana's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended for the information of management, others within the organization, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor of the State of Louisiana as a public document.

*Wright, Moore, DeHart,
Dupuis & Hutchinson, LLC*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, L.L.C.
Certified Public Accountants

February 19, 2009

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED OCTOBER 31, 2008**

We have audited the financial statements of the Marshal, City Court of Lafayette, Louisiana as of and for the year ended October 31, 2008, and have issued our report thereon dated February 19, 2009. We conducted our audit in accordance with generally accepted auditing standards of the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by Comptroller General of the United States. Our audit of the financial statements of October 31, 2008 resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses	<u> x </u> Yes	<u> </u> No
Significant Deficiencies	<u> x </u> Yes	<u> </u> No

Compliance

Compliance Material to Financial Statements	<u> </u> Yes	<u> x </u> No
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Section II Financial Statement Findings

2008-1 Inadequate Controls over Financial Statement Preparation

Finding:

The Marshal's office does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including related notes.

Recommendation:

The Marshal's office should evaluate the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, to determine if it is in the best interest of the government to outsource this task and then carefully review the draft financial statements and related footnotes prior to approving them and accepting responsibility for their contents and presentation.

Section III Federal Award Findings and Questioned Costs

This section is not applicable for the year ended October 31, 2008.

**MARSHAL - CITY COURT OF LAFAYETTE, LOUISIANA
A COMPONENT UNIT OF THE LAFAYETTE
CITY-PARISH CONSOLIDATED GOVERNMENT**

**SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED OCTOBER 31, 2008**

Section I. Internal Control and Compliance Material to the Financial Statements

2007-1 Inadequate Controls over Financial Statement Preparation

Finding:

The Marshal's office does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including related notes.

Follow Up:

Unresolved – See current year finding 2008-1.

Section II. Internal Control and Compliance Material to Federal Awards

Not Applicable

Section III. Management Letter

Not Applicable



Earl J. Picard

Marshal, City Court of Lafayette

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**MANAGEMENT'S CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED OCTOBER 31, 2008**

The Marshal, City Court of Lafayette, Louisiana respectfully submits the following corrective action plan for the year ended October 31, 2008.

The finding from the October 31, 2008 Schedule of Findings and Questioned Costs is discussed below. The finding is numbered consistently with the numbers assigned in the schedule.

Finding No. 2008-1

Recommendation: The Marshal's office should evaluate the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP to determine if it is in the best interest of the government to outsource this task and then carefully review the draft financial statements and related footnotes prior to approving them and accepting responsibility for their contents and presentation.

Action Taken: The Marshal's office has evaluated the cost vs. benefit and has determined that outsourcing the preparation of the financial statements to the independent auditors is in the best interest of the Marshal, City Court of Lafayette, Louisiana at this time and will carefully review and approve the draft financial and related footnotes prior to issuance.

If the Louisiana Legislative Auditor has questions regarding this plan, please contact Earl J. "Nickey" Picard, Marshal, City Court of Lafayette, Louisiana, P.O. Box 3344, Lafayette, Louisiana 70502.

Sincerely yours,

Earl J. Picard

Earl J. Picard
Marshal, City Court of Lafayette, Louisiana